



10th Security Forces Squadron

Electronic Personnel Security Questionnaire (EPSQ)

USAFA Preparatory School, Customer Manual

United States Air Force Academy

1. INTRODUCTION

Developed by the Defense Security Service (DSS), the Electronic Personnel Security Questionnaire (EPSQ) is a personal computer (PC) system that simplifies the process of reporting information required to conduct background investigations of incumbents or applicants for national security, non-sensitive, or public trust positions. The function of EPSQ is to streamline the data-gathering process so that complete and accurate information is collected and rapidly validated.

This is a condensed version of the EPSQ 2.0 Customer Manual prepared by DSS. It has been modified specifically for Preparatory School Cadet Candidates.

CUSTOMER SERVICE¾ WHERE TO GET HELP

If you need help with any aspect of EPSQ, please follow these steps:

Consult this manual first. The manual, EPSQ's on-line help system and Frequently Asked Questions (FAQ) located at <http://www.usafa.af.mil/sf/sfai.htm> are your first sources of assistance when using EPSQ. These sources should answer the vast majority of your questions and provide solutions to most of the problems you encounter.

If, after reading the manual and any related on-line help text, you cannot resolve a problem, then contact 10 SFS/SFAI at 3-2405/4087. Make sure you provide a complete description of the problem, including a list of the actions you took prior to the occurrence of the problem and the exact wording of any error messages you received.

2. SPECIAL INSTRUCTIONS

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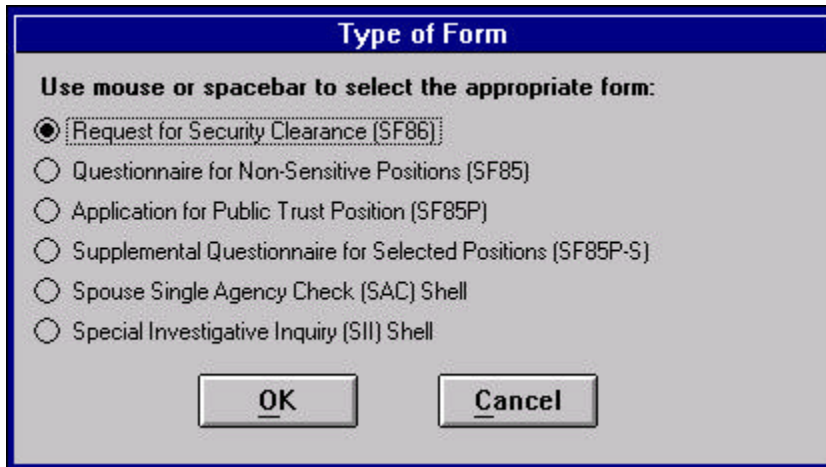
These guidelines are to be used in conjunction with the instructions on the electronic form. Please read the instructions with the form, and at the bottom of the screen, for each module carefully, and incorporate these instructions with them. It will be necessary to have complete names (including middle name) of all persons referred to on the form. If you do not know the middle name, put “unk”. Addresses should include zip codes. If a rural route or post office box is used, you must include directions in the remarks section of the module, or in module 43.

3. CREATING AND MODIFYING A FORM

3.1 Create

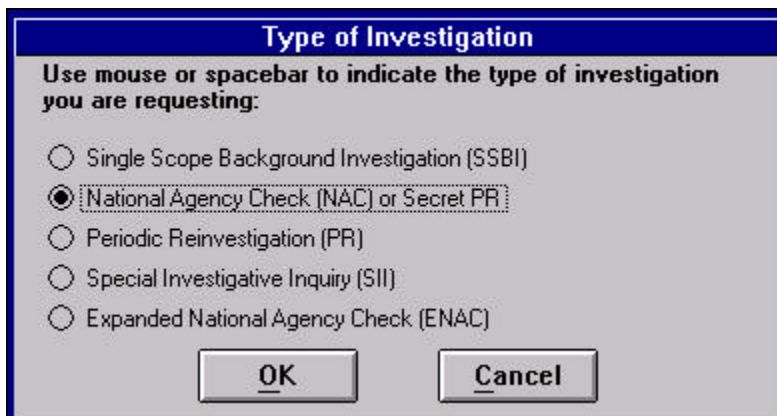
When you select **Create** from the main menu bar, the pull-down menu lists one option in the Subject edition.

- **User Form**—This option allows you to begin entering information as the subject of a background investigation. For the type of form, click on "Request for Security Clearance (SF86)". (See the screen example below) Then hit "OK".



The screenshot shows a dialog box titled "Type of Form" with a blue header bar. Below the header, the text "Use mouse or spacebar to select the appropriate form:" is displayed. There are six radio button options listed: "Request for Security Clearance (SF86)" (which is selected), "Questionnaire for Non-Sensitive Positions (SF85)", "Application for Public Trust Position (SF85P)", "Supplemental Questionnaire for Selected Positions (SF85P-S)", "Spouse Single Agency Check (SAC) Shell", and "Special Investigative Inquiry (SII) Shell". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

The next screen is the type of investigation. Click on "National Agency Check (NAC) or Secret PR" (See the screen example below) Then hit "OK".



The screenshot shows a dialog box titled "Type of Investigation" with a blue header bar. Below the header, the text "Use mouse or spacebar to indicate the type of investigation you are requesting:" is displayed. There are five radio button options listed: "Single Scope Background Investigation (SSBI)", "National Agency Check (NAC) or Secret PR" (which is selected), "Periodic Reinvestigation (PR)", "Special Investigative Inquiry (SII)", and "Expanded National Agency Check (ENAC)". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

The next few screens contain your rights under the Privacy Act (PA).

The image shows a window titled "Privacy Act Statement" with a red border. Inside, there is a header "CREATE SECURITY CLEARANCE FORM - (SF86)". Below this, the form information is displayed: "Standard Form 86", "Form approved: Revised September 1995", "O.M.B. No. 3206-0007 U.S. Office of Personnel Management", "NSN 7540-00-634-4036", and "5 CFR Parts 731, 732, and 736 86-111". The main title of the form is "QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS". Below this, there is a paragraph of instructions: "Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on page 9 and the release on page 10. If you have any questions, call the office that gave you the form." The next section is "PURPOSE OF THIS FORM", which states: "The U.S. Government conducts background investigations and reinvestigations to establish that military personnel, applicants for or incumbents in national security positions, either employed by the Government or working for Government contractors, licensees, certificate holders, and grantees, are eligible for a required security clearance. Information from this form is used primarily as the basis for". At the bottom of the window, there is a prompt: "Press <Enter> to accept and continue or <Esc> to exit".

After you enter through the various PA screens you will come to the User login screen. Enter your social security number, and for a password, **enter your LAST NAME**. After you have verified your LAST NAME as the password, hit "OK" and continue on.

The image shows a window titled "User Login" with a blue border. Inside, there are three input fields: "SSN" with a red box containing "- -", "Password" with a red box, and "Verify Password" with a red box. At the bottom, there are two buttons: "OK" and "Cancel".

If you need to change a portion of a module, go to the **MODIFY** pull-down menu.

USER FORM

Standard Form 86¾ Request for Security Clearance (SF86)

This form has 43 modules. A brief description of the kind of information requested in each module is presented below.

- 1. Personal Information**—Requests your name, date and place of birth, and physical description. (**PLACE OF BIRTH MUST MATCH YOUR BIRTH CERTIFICATE.**)
- 2. Other Names Used**—Requests any other names you have used during your life. Do not enter maiden name here—it is requested in the Personal Information module. (**Do not list name derivatives such as “Mike” for Michael or “Sue” for Susan, etc.)**)
- 3. Citizenship**—Requests information about your current citizenship status. For example, if you are a U.S. citizen, were you born in the U.S., born abroad of U.S. parents, or naturalized.
- 4. Where You Have Lived**—Requests a complete and continuous record of where you have lived, starting with your current residence (*NOTE: Start with the Prep School and work back until your 16th birthday*). For address line 1, enter PLT-A, B, or C. **Your first entry MUST look like this:**

The screenshot shows the 'Navigation' window for the '4. Where You Have Lived (SF86)' module. The window has a title bar 'Navigation' and a subtitle '4. Where You Have Lived (SF86)'. Below the subtitle, it shows '000-00-0001 M, M M' and 'Entry 1 of 1'. The main area contains the following fields:

From/To Dates	1999/07/22	PRES/ /
Address Line 1	PLT-A	
Address Line 2	USAF PREPARATORY SCHOOL	
City	USAF ACADEMY	
State	CO Colorado	↓
Country	UNITED STATES	↓
Zip or FPC	80840	

On the right side of the form, there are six buttons: 'Next', 'Previous', 'Delete', 'Remarks', 'Help', and 'Exit'. At the bottom of the window, there is a text prompt: 'Enter the year/month/day that this period of residence began'.

After you hit "NEXT", enter that the residence is NOT hard to find.

For each residence occupied, you must provide a reference. For the Prep School entry, MSgt Denham must be entered. See the example below:

Navigation			
4. Where You Have Lived (SF86)			
Person Who Knew You			
000-00-0001 M, M M		Entry 1 of 1	
<hr/>			
From Date/To Date		1999/07/?? PRES/ /	
Address Line 1		PLT-A	
City/State		USAF ACADEMY CO	
First Name	Middle	Last	Suffix
MICHAEL	R	DENHAM	
Address Line 1		PLT	
Address Line 2		USAF ACADEMY PREPARATORY SCHOO	
City		USAF ACADEMY	
State		CO Colorado	
Country		UNITED STATES	
Telephone Number		(719) 333-2568	
		ZIP/FPC 80840	
<hr/>			
Enter the first name of a person who knew you at this address			

[Next](#)
[Previous](#)
[Delete](#)
[Remarks](#)
[Help](#)
[Exit](#)

5. Where You Went to School—Requests details on formal education you have received. Your first entry will be listing the Prep School first (address line 1 is PLT-A, B, or C), and using MSgt Denham as a reference. You must list any other schools you have attended since your 16th birthday. **Your first entry should look like this:**

Navigation	
5. Where You Went To School (SF86)	
000-00-0001 M, MM	Entry 1 of 1
<div><div><div>From/To Dates</div><div>1999/07/?? PRES/ /</div></div><div><div>Type of Education</div><div>2 College/University/Military College</div></div><div><div>School Name</div><div>USAF ACADEMY PREPARATORY SCHOOL</div></div><div><div>Degree/Diploma/Other</div><div></div></div><div><div>Award Date</div><div>/ /</div></div><div><div>Address Line 1</div><div>PLT-A</div></div><div><div>Address Line 2</div><div></div></div><div><div>City</div><div>USAF ACADEMY</div></div><div><div>State</div><div>CO Colorado</div></div><div><div>Country/Zip or FPC</div><div>UNITED STATES 80840</div></div></div> <div><div>Next</div><div>Previous</div><div>Delete</div><div>Remarks</div><div>Help</div><div>Exit</div></div>	

Enter the first line of the address of the educational institution

DON'T FORGET: The person who knows you for entry in the next screen will be MSgt Denham

6. **Your Employment Activities**—Requests a complete and continuous record of your employment, unemployment, and self-employment, starting with the Prep School. You need not include employment prior to your 16th birthday. If you were unemployed or were self-employed, you must provide a reference (You can list a parent) who can verify these periods. In addition, you must provide information on ANY federal civil service employment back until your 16th birthday. **YOUR FIRST ENTRY SHOULD LOOK LIKE THIS:**

Navigation

6. Your Employment Activities (SF86)

000-00-0001 M, M M Entry 1 of 1

From/To Dates 1999/07/?? PRES/ /

Type of Employment
1 Active Military Duty Station

Next

Previous

Delete

Remarks

Help

Exit

Enter the year/month/day this period of employment began

Your next screen will look like this:

Navigation

6. Your Employment Activities (SF86)

000-00-0001 M, M M Entry 1 of 1

From/To Dates	1999/07/??	PRES/ /
Type of Employment	1 Active Military Duty Station	
Branch	Air Force	
Employer Name	USAF ACADEMY PREPARATORY SCHOOL	
Employer Phone		
Your Position/Title	CADET CANDIDATE	
Job Address Line 1	PLT-4	
Job Address Line 2		
City	USAF ACADEMY	
State	CO Colorado	
Country/Zip or FPC	UNITED STATES	80840

Enter the first line of the address of the actual job location

[Next](#)
[Previous](#)
[Delete](#)
[Remarks](#)
[Help](#)
[Exit](#)

DON'T FORGET TO GO BACK TO YOUR 16TH BIRTHDAY. IF YOU WERE UNEMPLOYED, IT IS #7 IN THE POP UP BOX.

7. People Who Know You Well—Requests the names, addresses, and telephone numbers of three references who know you well and who **live in the United States**. You cannot use your relatives, and must not use anyone you have used elsewhere in the form. The combined time these references have known you should span until your 16th birthday.

8. Your Spouse—Self-Explanatory.

9. Your Relatives and Associates—Requests personal information about close family members. In addition, you must provide personal information about other family members and associates who are foreign born and with whom you are bound by affection, obligation, or close and continuing contact. **(Note: There are 19 types of relatives and associates that can be listed. You must list any and all that apply to you.)**

10. Self-explanatory.

11. Your Military History—Cadet candidates must make an entry here. **MARK YES, AND YOUR ENTRY WILL LOOK LIKE THIS:**

Navigation

11. Your Military History (SF86)

000-00-0001 M, M M Entry 1 of 1

From/To Dates 1999/07/?? PRES/ /

Branch of Service Air Force

Country UNITED STATES

Service Number 000-00-0001

Grade E2 Airman (E2)

Status 2 Active Reserve

State

Next

Previous

Delete

Remarks

Help

Exit

Enter the status of this military service

NOTE: Your Grade should usually be E-1 or E-2, or a prior service rank. If you are prior service, then change the "From Date" , 'Grade" and "Status" as required.

12-17 These are self -explanatory type questions.

18. Your Selective Service Record^{3/4} Requests information about Selective Service System registration if you are a male born after 31December, 1959. If you do not know your number, you can enter all zeros or call (847) 688-6888.

19-42 These are self- explanatory type questions.

43. General Remarks—Provides additional space for remarks. This area should be reserved for *general* remarks. Specific remarks about a particular entry should be entered in the Optional Remarks associated with that screen.



VALIDATION, PRINTING, SAVING TO DISK

Validation

To validate your User Form, select **User Form** from the [Validation pull-down menu](#). Enter the SSN and click OK or press [Enter]. EPSQ validates your entries for the form selected and reports the number of errors. **NOTE: Validation will not detect errors for missing information required by 10 SFS/SFAI. This includes Academy entries for employment, residence, school and military history.**

At this point you can select **Printer** or **Screen** and press [Enter] to direct your output. If you select **Printer**, EPSQ automatically prints the validation report at your printer.

PRINTING

To print the appropriate form, select **User Form** from the [Reports pull-down menu](#). Enter the SSN and click OK or press [Enter]. The printed, signed version you submit must be **identical** to the electronic version.

NOTE: There must be three (3) signature pages printed out. The first one is a (user certification) after module 43; the second one is a (release authority); and, the final one is a (medical release). The medical release is the only one that will not be signed and dated. If you do not get all three signature pages, see the list of Frequently Asked Questions at <http://www.usafa.af.mil/sf/sfai.htm>

If you select **Screen**, the form is generated and displayed on your PC screen. After viewing the form on the screen, you can, prior to exiting, print the form without saving, save the results to a text file, or exit without saving.

SAVING TO DISK

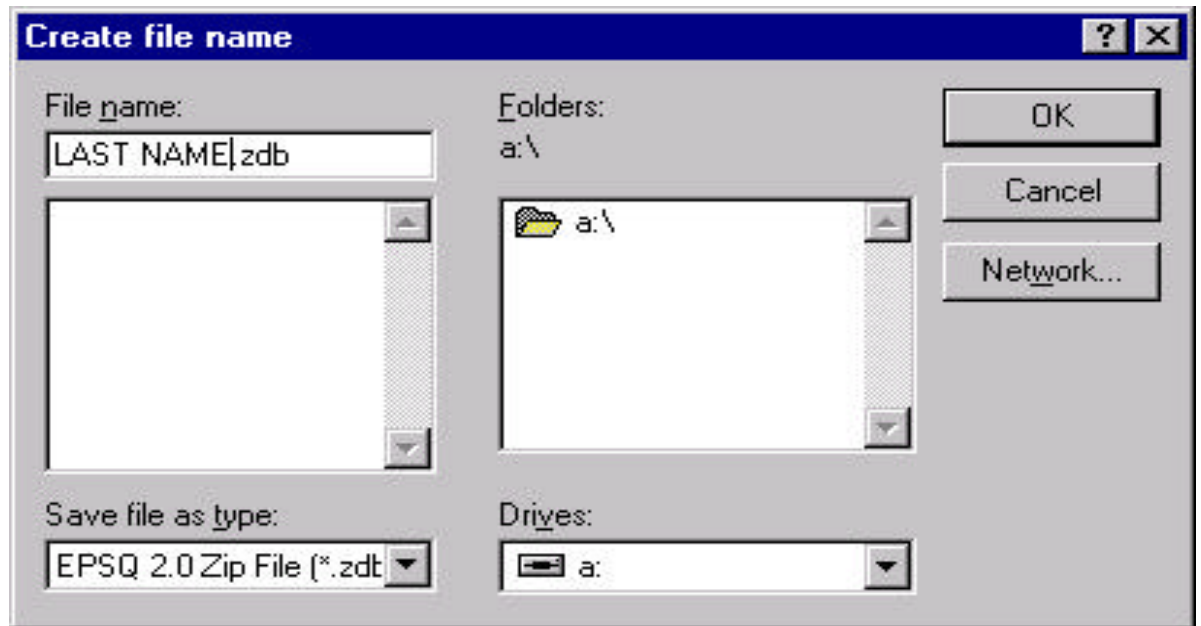
After validating your data, you need to transfer your data to your security officer from the [Communications pull-down menu](#).

- **Diskette Method**¾ Use this method to turn in or send to the 10 SFS/SFAI security officer a diskette containing the file (ie., **LASTNAME.zdb**) associated with your EPSQ form.

To give your EPSQ data to 10 SFS/SFAI on diskette, perform the following steps :

1. Format and label a 3-1/2 inch high density diskette.

2. Select **Transmit to Security Officer** from the Communications pull-down menu.
3. Select the letter of the drive that contains the diskette you formatted.
4. Select a file name you wish to call the prepared file (*ie.*, **LASTNAME.zdb**) and press **[OK]**.



APPENDIX A: EPSQ ADDRESSES AND CONTACTS SHEET

10th Security Forces Squadron, Information Security (10 SFS/SFAI):

If you have a problem with EPSQ or have a question about EPSQ, call SFAI from 7:00 am to 3:00 pm

All Users **3-2405 or 3-4087**
FAX: 3-6328

Refer all questions on EPSQ first to the USAF Academy Personnel Security Specialist - Mr. Michael W. Brachhold at michael.brachhold@usafa.af.mil

If you are unable to contact the Personnel Security Specialist, then contact the USAF Academy Security Specialist:

The USAF Academy Security Specialist, Mrs Jo Ann Bowen, can be contacted at jo.bowen@usafa.af.mil